

Windy Nook Primary School Prospectus

2025-2026

'Windy Nook Cares'

Head Teacher Welcome

Thank you for taking the time to read this information about Windy Nook Primary School. We are very proud of our school and the education we provide as well as the relationships we have with parents , carers and the local community.

The principle purpose of Windy Nook Primary School is to provide high quality education to enable pupils to reach their full potential and attain the levels of knowledge, understanding and skills that society demands for their future lives.

We believe that children should be encouraged to become independent, to develop self esteem, to make decisions and to take responsibility for their own actions. They should be enabled to reach their full potential through a broad and balanced curriculum, which includes the National Curriculum.

In order to achieve this, we endeavour to create an atmosphere of mutual consideration and respect regardless of age, gender, race, religious beliefs, disability, social or home background and family circumstances. We have high expectations for all of our pupils and believe in working in partnership with our parents and carers.

If you would like to consider our school and are interested in a visit, please contact the school office where the staff will be happy to make arrangements.

Mrs. Lucie Forrest
Head Teacher



Our School Organisation

Our organisation for September 2025 consists of:

Foundation Stage, which includes the Nursery and two, small Reception classes.

Key Stage One which includes the children in Years 1 and 2, who are split currently into 3 classes:

One class caters for Year 2 children

Two classes cater for a mixture of Year 2 and Year 1 children.

Lower Key Stage Two includes children in Years 3 and 4, and is currently split into 3 classes, one class catering for Year 4 children, one catering for Y3 children, and one class with a mixture of Y3 and 4 children.

Upper Key Stage Two, is the last phase in our school, and caters for the oldest children who are in Year 5 and Year 6. UKS2 is currently split into 3 classes, one class catering for Year 5 children, one catering for Y6 children, and one class with a mixture of Y5 and 6 children.



The School Day

Nursery classes:	Morning session	8.45 a.m. - 11.45 a.m.
	Afternoon session	12.15 p.m. - 3.15 p.m.

KS1 classes:	Morning session	8:45 a.m. - 11.55a.m.
	Afternoon session	1.00p.m. - 3.15p.m.

KS2 classes:	Morning session LKS2	8:45 a.m. - 12.00 p.m.
	Morning session UKS2	8:45 a.m.—12.20pm
	Afternoon session LKS2	1.00 p.m. - 3.15 p.m.
	Afternoon session UKS2	1:20p.m. -3-15p.m.

The school gates will be open between 8:35—8:45 . Children should go straight to their classroom doors for registration. Lessons will start at 8:45am prompt.

Term Dates for 2025-20256 can be found on the school website:
www.windynookprimary.org



Admission Arrangements

Pupils are admitted to the Nursery in accordance with the school policy agreed by Governors, and the main school in accordance with the Admissions Policy provided by Gateshead Council.

Admission to Nursery

To apply for a place in Nursery for September 2026 you must complete and return your application form to the Head Teacher by **7th November 2025**. If there is sufficient spaces in Nursery you may be offered a place the term after your child has turned 3.

Our Nursery Admissions policy can be found on our school website — www.windynookprimary.org.

We currently offer a number of 30 hours places in Nursery. Please contact the main office for more information.

Prospective parents are offered the opportunity to see our school in action and to discuss matters of particular interest.

An introductory meeting for parents of our new nursery children will be held towards the end of the summer term each year. At this meeting, parents will have the opportunity to meet nursery staff, look around the school and receive information about how children are admitted to Nursery in September.

Entry for Nursery children is on a staggered basis to give children the best opportunity to settle in.

Admission to Reception Class

All places are allocated with the Local Authority admissions policy. This is published annually in the Gateshead LA Information for parents booklet which can be found on-line at www.gateshead.gov.uk

Children are admitted into school (Reception class) once a year in the autumn term before their 5th birthday. An introductory meeting for parents of new Reception children will be held towards the end of the summer term. At this meeting, parents will have the opportunity to meet Reception staff, look at the classrooms and receive information about how children will come into Reception in September. Children make an introductory visit to their new class at the end of the summer term to spend time with their new teacher.

Please see the Head Teacher if you wish to have your child considered for admission to either the Nursery or Main School.

Attendance, punctuality and holiday taken in term time

Average attendance is considered to be around 94% and we aim to ensure that pupils and parents are aware of this and how good attendance impacts on achievement.

We have a range of certificates and rewards aimed at public acknowledgement of 100% attendance and improved attendance and / or punctuality.

We adopt a supportive approach and work with parents who may be experiencing difficulties which prevent full pupil attendance or good punctuality. Please inform school by letter, telephone call or email when an absence occurs. If school is not notified of an absence, administration staff will ring to ensure parents are aware of the child's absence and to find out the reason for the absence. The school has a responsibility to work with parents to make sure each pupil achieves maximum attendance, and individual pupil's attendance is monitored by both the school and the L.A.

Our Family Liaison Worker, Mrs. Anne-Marie Conroy, will contact any families whose children's attendance is a cause for concern. She will undertake home visits and will work with individual children on the reasons for continued absence. If there is no improvement, she will follow the school and Local Authority's Legal procedures for poor attendance.

The Governor Attendance panel meets on a regular basis with parents and carers of pupils whose attendance is cause for concern in order to gain a good understanding of why attendance patterns are poor and what we can do to improve the attendance.

Lessons start at 8:45a.m. and good punctuality ensures a smooth start to the day. A child who arrives late, through no fault of their own, is often worried and therefore not in the best frame of mind to start the day. They may also miss the start of the first lesson. The names of children who arrive late need to be entered into the "late book" by the appropriate adult and contact made by the school to ascertain support which could be given to individual families or pupils.

Parents and carers are no longer permitted to take holiday leave during school term time. Any leave taken in this circumstance will not be authorised unless there are exceptional circumstances, and a Penalty Notice may be issued.



School rules and expectations of behaviour

School rules are kept to a minimum, compatible with the welfare and organisation of the school.

These are the rules which we expect pupils to follow:

- Do your best and allow others to do the same.
- Follow adult directions the first time.
- Keep hands, feet and objects to yourself.
- Be polite and respectful to others.
- Move around the school in a calm and quiet manner.
- Respect the environment and the property of others.

We believe in a 'positive' approach to discipline, so your child will be encouraged to behave and work well, and will be rewarded with praise, stickers, stars etc. for their good behaviour and best work. We also offer a Golden time reward system where children get to choose a Golden time activity on a Friday afternoon if their behaviour over the course of the week has been good. We hold special assemblies where we celebrate achievement, commitment, effort, behaviour and exceptional work. We have high expectations for all of our children. As a Rights Respecting school, we teach the children about their rights and about how to look after the rights of others by being a responsible citizen. Our Ofsted Report from June 2023 highlighted our positive school ethos stating 'the school is an oasis of calm.' 'Respecting each other's rights lies at the heart of the school.'

At Windy Nook, poor behaviour occurs only in isolated incidents. However, when this does happen, the school will curtail or stop certain privileges and, on all occasions will ask children to reflect on the consequences of their behaviour. If there are persistent behaviour problems with a child, the parents will be contacted, and every effort will be made to identify the cause. For further details, please see the behaviour policy, a copy of which is available on the school website.

School expectations of parents and carer's behaviour

If you are concerned about your child, we expect that you will get in touch with school and allow staff to resolve the problem. If your concern is about the behaviour of another pupil, it is not acceptable to approach that pupil's parent in or around the school site. Any behaviour by parents or carers deemed aggressive or threatening may result in a ban from the school site. We want our pupils to see respectful behaviour shown by adults outside the school building, as well as inside please.

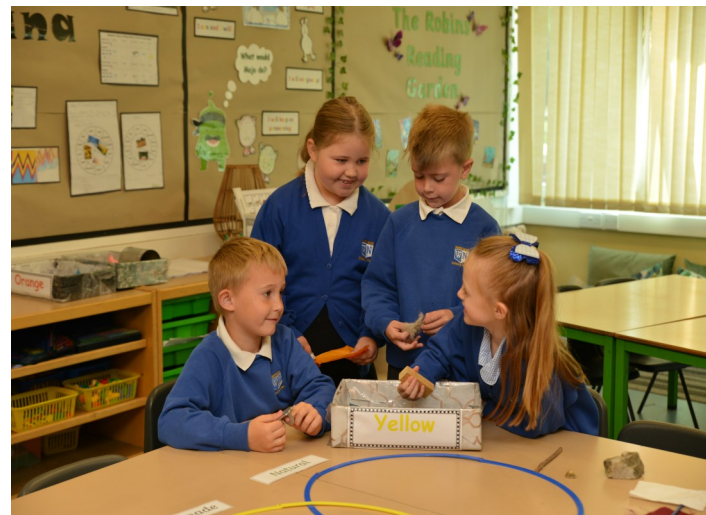
Child safety and welfare

Staff in all schools have a legal duty to safeguard the welfare of their pupils. At Windy Nook, we aim to provide an atmosphere where pupils feel free to talk and share any concerns they may have.

There may be occasions when a pupil indicates that they are at risk of harm somewhere other than school. In these instances, the Head Teacher or Designated person is obliged to pass on these concerns to the relevant agencies, e.g, Social Services, for investigation and/or support **without parental knowledge or consent**.

If this should occur, the school aims to support both pupil and family throughout the process.

For further details, please refer to the Child Protection and Safeguarding Policy, a copy of which is available on the school website.



School Uniform

The school promotes a school uniform and parents are encouraged to buy clothes which follow the school colours : royal blue sweat shirts, white polo/tee shirts, dark grey skirts and trousers and black shoes or trainers. Black leggings are not part of our agreed school uniform. Our school uniform is supplied by Logos Unlimited and can be purchased either direct from their shop at 322d Mayoral Way, Team Valley, Gateshead, or purchases can be made online.

In order to promote good safety and hygiene within school, we encourage children with longer than shoulder length hair , no matter what gender, to tie it back. At Windy Nook we feel strongly that the wearing of a uniform is to be encouraged in all children because:

- it promotes pride in our school and a sense of belonging

- it avoids what can be an unpleasant and expensive 'designer' label competition among children

- it helps parents first thing every morning - there are no decisions to be taken about 'what shall I wear for school today?'

- from a security point of view, it clearly identifies children in our care

- it looks wonderful!

P.E kit comprises a plain white tee shirt, plain black shorts and black sandshoes or trainers. School jumper and black tracksuit bottoms can be worn on a cold day.

All items of school clothing should be clearly marked with the pupil's name. No responsibility is accepted for the safe keeping of personal property brought into school.

Some specialist clothing is needed for:

Swimming (only Year 4 pupils) : swimming trunks or costume and towel

JEWELLERY IS NOT ALLOWED IN SCHOOL, except for watches, which are allowed, but have to be removed for PE, Games and Swimming etc., so please ensure they are not valuable. Smart watches are not allowed in school.



If parents want to have their children's ears pierced, it is suggested this is done at the beginning of the summer holiday, so that by the time the Autumn term starts, studs may be removed. Any child who has not followed this advice will not be able to do P.E. of any sort, and will be asked to remove any ear-rings during the school day. This is a policy of Gateshead LA, and our school strongly supports it. Children will not be allowed out during break and lunchtime if they wear earrings.

False nails are also not allowed in school and any children with false nails will not be able to do PE of any sort or be allowed out on the yard at playtimes.



Spiritual, Moral and Social Education

At Windy Nook Primary School we use a wide range of curriculum topics to develop the spiritual, moral, social and cultural education of our children. Teachers endeavor to locate and use a range of resources to promote understanding of different faiths. We value the ethnic backgrounds of all pupils and families and undertake a variety of events and lessons to celebrate and explore these alongside other cultures in our country. We have found this approach to be enriching for all children as it teaches tolerance and respect for the differences in our wider community and the world.

RRSA

As a Rights Respecting school, the framework of the UNICEF's Convention on the Rights of the Child (CRC) teaches children about their rights and responsibilities as local, national and international citizens.

At Windy Nook Primary School, we value the voice of the child and promote democratic processes such as our School Council whose members are voted for by the children. Ideas and events are planned and discussed with a chance for debate and putting forward points of view. As a Rights Respecting school, we promote pupil voice, and as adults, we are the duty-bearers of supporting children's rights.

British Values

Throughout school, there are a range of themed events and lessons aimed at teaching British values from an early age. These values are: tolerance, fairness, respect for other faiths, and the rule of law and democracy.

We always commemorate Remembrance Day by observing a silence and support the work of the British Legion in buying and wearing poppies.

As a school we encourage knowledge of current affairs that are significant to us as a nation, and, where relevant, we consider these through the "lens of rights".

Sex and Relationships Education

Following consultation with parents and carers, our sex and relationships education follows a progressive scheme of work delivered in the summer term of each year group in Years 4- 6. A copy of this scheme can be obtained by parents on request. Puberty talks will be given to pupils in Year 5 and discrete sex education is delivered to children in Year 6 by the School Nurse. Parents will be consulted as to the content of this education when their child reaches these year groups.

Parents must see the Head Teacher if they wish to remove their child from SRE lessons.

Religious Education

The school aims to promote the spiritual, moral and social aspects of development of pupils throughout the curriculum. Religious Education is taught according to the L.A. Agreed Syllabus and endorsed by the Governors. This includes studying a range of faiths that we find in modern day Britain.

There is a daily Act of Collective Worship, broadly Christian in nature. Parents must see the Head Teacher if they wish to remove their child from religious education or school assemblies.

We have good links with our local church St. Albans and make use of their facilities and expertise throughout the school year.

Healthy Living

Windy Nook Primary School consistently strives to promote active and healthy lifestyles and to provide sporting opportunities for all its pupils. We have the Healthy Schools Award and the School Games Platinum Award.

We offer competitive sport to encourage teamwork, discipline, self-respect and how to cope with winning and losing. Our sports coach offers daily clubs both inside and outside the school day. We also want the children to understand the importance of exercise and keeping healthy. We do this through our PE and PSHE Curriculum and also through our after school sports, fitness and healthy cookery clubs.



Pupils with Special Educational Needs (SEND)

The school's policy for SEND outlines procedures to ensure that early identification of special needs takes place, thus allowing suitable provision to be arranged for individual pupils. Provision will take one of several forms and may be delivered by a Learning Support (LS) Teacher, a Teaching Assistant or a SEND Assistant employed by Special Educational Needs Support Service (SENDSS). Additional support may take place in the classroom or in an alternative teaching area.

The school policy for pupils with special educational needs follows the L.A. guidelines and includes procedures which comply with the Code of Practice for Special Educational Needs. Regular reviews with parents, teachers, pupils, and where necessary, external agencies, continue to support the approach taken. Our SENDCO (S.E.N. Co-ordinator) is Mrs. Andrea Preece our Assistant Sendco is Miss. Katie Hill.

Disabled Pupils

In line with the L.A.'s equal opportunities policy, all reasonable efforts will be made to treat pupils who have disabilities in the same way as other pupils. Many measures are in place to support full access to all parts of the school, and additional changes can be made according to the needs of individual pupil. Windy Nook Primary has accessible toilets, ramp access, designated parking bays and a hearing loop.

At Windy Nook Primary School we are committed to providing a fully accessible environment which values and includes all pupils, staff, parents and visitors regardless of their education, physical, social and cultural needs. We are further committed to challenging attitudes about disability and accessibility and to developing a culture of awareness, tolerance and inclusion. Our Ofsted Report from June 2023 highlighted 'This is an inclusive school where everyone is treated equally. Pupils know they all have a right to learn so they behave well in class.'

The Local Authority has made a commitment that wherever possible, children with physical disabilities will be educated in their local primary school. If shown to be necessary, and is practicable and reasonable to do, then minor adaptations to the building will be considered by the school and the Local Authority to enable a child to attend their local school.

In order that children with disabilities are not disadvantaged, the school liaises with the Local Authority when necessary in order to ensure that adequate provision is made.

Medical matters

To ensure that all children receive the care they require, parents are requested to complete a Health Care Plan for their child which gives full details of any medical condition of which the school should be aware. Contact details and information about relevant medication is also supplied to help school deal efficiently with any emergencies which may arise.

Any medical or personal matter discussed with school is treated as confidential.

It is essential that school has a current telephone number on file for parents/carers for use in the case of emergencies. If you change your telephone number, please inform the office staff immediately.

Inhalers will be kept in a place accessible to the child – usually the classroom.

Medicines which need to be taken three times a day can usually be managed without involving school. Any medication which is essential should be handed to the office by a parent or carer, where permission forms must be completed and administration will be organised.

Extra Curricular activities

We offer a wide range of extra curricular activities to support your children's learning including a range of after school and lunchtime clubs. These are open to all pupils and are offered on a first come first served basis, however the pupils who can attend are changed on a termly basis. We also offer your children the opportunity to learn a musical instrument through our range of music lessons on offer.

Breakfast Club

Our breakfast club runs from 7:45- 8:45 every morning for children from Nursery to Year 6. It is run by school staff and drop off is at the dining room door. It costs £2.50 a day and includes breakfast. Payment for breakfast club is made using our on line payment system. If you are interested in putting your child's name down for a place, please contact the school office.

After School Club

Our after school club runs Monday to Friday 3:15-6pm. Children are provided with a snack and a range of activities are on offer. If you are interested in putting your child's name down for a place, please contact the school office.

Educational Visits

Experience is a vital element within learning, therefore at Windy Nook Primary School, staff incorporate educational visits as often as possible. These visits are an important tool to support pupils with their curriculum work and extend learning.

Visits are linked to termly themes and lots of preparation work linked to learning focuses is carried out before the visit, as well as the subsequent endeavors to build on the actual events and reactions of the visit itself. Voluntary contributions are sometimes necessary to fund visits and travel arrangements, if insufficient money is collected for a visit it may need to be cancelled.

Similarly, we also have frequent visitors to school, such as Theatre Groups, Musicians, Health Professionals, etc. These visitors are crucial in sharing experiences and developing the skills the children need to engage fully in the wider community.



School meals

The school receives a high quality school meals service, which is operated by Gateshead Local Authority. Windy Nook Primary School promotes healthy eating and encourages all children to eat a well balanced diet. A healthy eating choice is available daily, with fresh ingredients being used extensively. Special dietary needs, for medical or religious reasons, can be catered for.

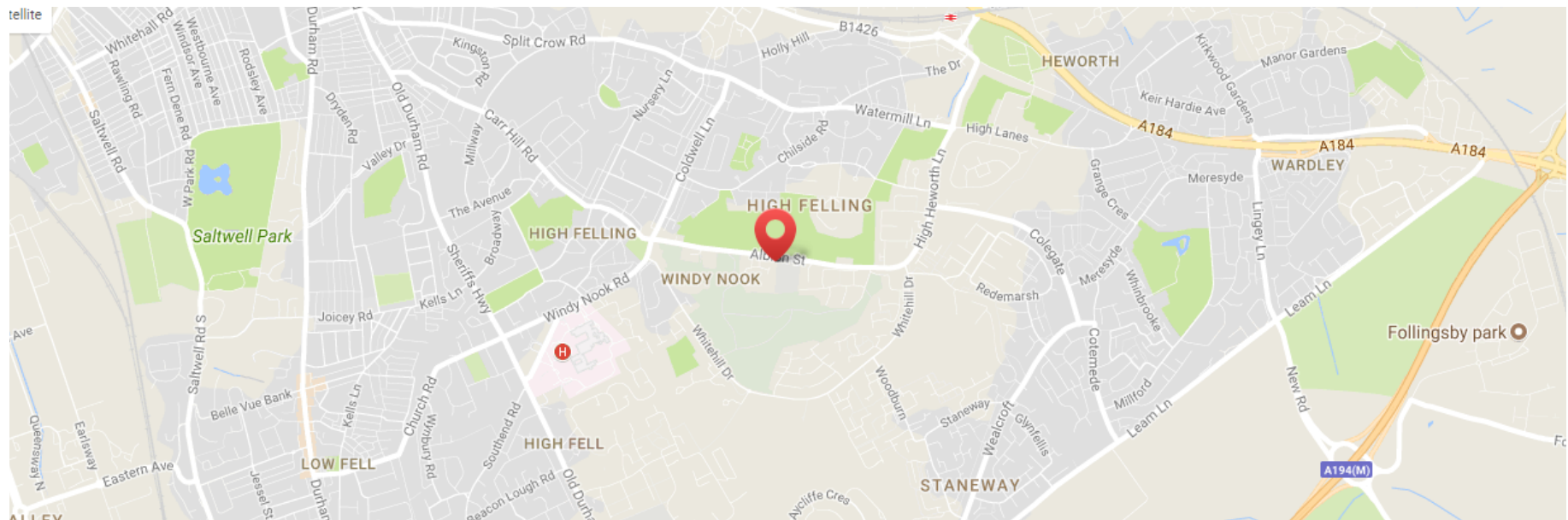
The cost of a meal is £2.90 per day for all children in key stage 2. Children in Reception, Year 1 and Year 2 are entitled to a free school meal each day. Payment for the week's school meals should be done by our on line payment system. Families in receipt of Income Support, Jobseekers Allowance or Child Tax Credit are entitled to free school meals. Further details and advice is available, in confidence, from the school office.

Your child may bring in a packed lunch if you wish. We request that, in line with the school's healthy eating policy, parents send in a healthy packed lunch avoiding sweets, nuts, fizzy drinks and chocolate.

We would ask that children continue the same food option for a week and anyone wishing to change let the school office know on a Monday morning. During lunchtime the children are cared for by a team of Supervisory Assistants. We expect the same high standards of behaviour from the children at lunchtime as at other times of the day.



Windy Nook Primary School
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Website address - www.windynookprimary.org



Head Teacher: Mrs. Lucie Forrest
Assistant Head Teachers: Mrs. Catherine Ramanandi, Mrs. Jemma Traynor
Chair of Governors: Mr. Kevin Hawdon